



# COUNTY OF LOS ANGELES

OFFICE OF THE DIRECTOR OF PERSONNEL

333 NORTH GRAND AVENUE LOS ANGELES CALIFORNIA 90012

HARRY L. HUFFORD

DIRECTOR OF PERSONNEL

(213) 974-2406

## MEMBERS OF THE BOARD

January 27, 1982

To: Each Supervisor

From: Harry L. Hufford  
CAO/Director of Personnel

Subject: STATUS REPORT: THE USE OF RETIRED COUNTY  
EMPLOYEES ON A VOLUNTEER BASIS AND CURRENT/  
PROJECTED VACANCIES IN COUNTY VOLUNTEER  
PROGRAMS

On September 29, 1981, your Board instructed me to take steps to encourage citizens, particularly County retirees, to volunteer their time and talents to provide worthwhile services to the public. In my December 2, 1981 memo to you on this subject I reported the appointment of a County Management Volunteer Coordinator in the Department of Personnel, the development of a retiree questionnaire and recruitment letter, and the development of departmental questionnaires to assess the extent of current volunteer services and to project additional new volunteer services.

As of this date 38 departments and departmental units have responded to my request for a survey of current and projected volunteer programs in operating departments. At least 2,020 opportunities in current programs have already been identified by the departmental respondents. These operating departments also project an additional need for at least 1,656 volunteers to staff possible future programs. We have received 2,045 responses to date from a mail survey of 15,000 members of the Retired Employees of Los Angeles County (RELAC). Three hundred and sixty three of these members indicated they would like to volunteer in some capacity for the County.

My staff will continue to work with line management to complete the departmental surveys and place as many retirees as possible in the volunteer programs of their choice.

To increase the future participation of our retirees in County volunteer programs, we will direct recruitment efforts on County

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employees who are being processed for retirement. We will develop a County volunteer recruitment brochure and an interest form to be given to all retirees before they leave County employment. The retirees who indicate interest will be referred to the appropriate department for placement. Presentations of volunteer opportunities will be made at the Retirement Orientation Seminar conducted by the Department of Personnel.

Our recruitment and advertising efforts will be broadened to all interested citizens to help the operating departments meet their volunteer staffing needs. These efforts will be an expansion and strengthening of the departmental recruitment programs in existence at this time. Our appeal will be based on identifying the County as a rich source of volunteer opportunities.

HLH:JB  
MG:jb